

Registration Form (please register prior to February 15, 2006)

## Survival Training for Federal Supervisors & Managers

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Cost: \$225.00**

*Cost includes interactive CD Rom for each participant, "When All Else Fails How to Fire a Federal Employee"*

Agency/Registrant may pay by:

☐ cash   ☐ check   ☐ credit card   ☐ government voucher

Please mail this registration to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
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Or fax to:	(405) 231-4165
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*Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through February 15, 2006. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*

## Survival Skills for Federal Supervisors and Managers



***"Supervise/Manage for Success"***

hosted by the Federal Executive Board



February 22-23, 2006  
Holiday Inn-Norman

## Training Agenda: *Day One*

### HOLDING EMPLOYEES ACCOUNTABLE

Topics include:

- ✓ the five elements that the supervisor must include in every case of discipline,
- ✓ the importance of progressive discipline,
- ✓ how to document employee misconduct,
- ✓ how to select a defensible penalty,
- ✓ why you must discriminate against some employees,
- ✓ recognizing the types of charges brought against federal employees,
- ✓ how to draft an official reprimand and a proposal for a suspension or termination for misconduct,
- ✓ how to establish valid performance standards,
- ✓ when and how to initiate a Performance Improvement Plan (PIP),
- ✓ how to streamline the unacceptable performance procedures, and
- ✓ how to terminate an employee in eight days.

## Training Agenda: *Day Two*

### RECOGNIZING EMPLOYEE RIGHTS

Topics of the day include:

- ✓ how to defend yourself against a claim of illegal discrimination or disparate treatment,
- ✓ how to respect the rights of whistleblowers while maintaining workplace discipline,
- ✓ applying the NO FEAR Act in the federal workplace,
- ✓ recognizing the rights of union officials in misconduct situations,
- ✓ understanding the various appeal procedures available to both the supervisor and the employee,
- ✓ counseling techniques that work and that satisfy legal requirements,
- ✓ the federal manager's personal liability when sued or charged with criminal misconduct relative to workplace conduct,
- ✓ when to hire a lawyer, and
- ✓ where else to get help when you need it.

**WHEN ALL ELSE FAILS HOW TO FIRE A FEDERAL EMPLOYEE (CD-ROM E-Training):** Each participant will also receive this CD-ROM training module that walks the supervisor and practitioner through the process of removing an employee for misconduct or unacceptable performance. The module begins with the basic theory of workplace discipline and culminates in the steps necessary to terminate or discipline a federal employee. The module includes: extensive audio and video clips; embedded web links for independent research; self-testing to check the user's comprehension of the subject; refresher review; the ability to email the author with questions; draft disciplinary documents that can be edited and used in practice (reprimand, suspension, removal, improvement plan); a *Douglas* Factor Worksheet; and investigatory memos. The training course permits the user to "bore down" into the material if a more in-depth presentation is needed, freeing users with more extensive knowledge from reviewing material that may be too basic.

## OUR INSTRUCTOR

William B. Wiley is a federal employment law attorney in private practice with nearly 30 years of experience in the field.

He is the author of several books in the field, including *The Federal Manager's Guide to Improving Employee Performance*, *The Federal Employment Law Practitioner's Handbook*, and the *Advanced MSPB Practitioner's Handbook*. In addition, he has developed several e-training modules for computer-based instruction including *How to Fire a Federal Employee*, *How to Defend a Federal Employee*, and *Witness Preparation* (with Peter Broida). He is a frequent lecturer throughout government on the subject of federal employment law and is an adjunct faculty member at the Office of Personnel Management's *Management Development Center*. He is a senior contributor to the monthly newsletter, the *Federal Labor and Employee Relations Update*. He has held Presidential appointments under Presidents Reagan, George H.W. Bush, Clinton, and George W. Bush. Most recently, he served as a Presidential-appointed Chief Counsel to the Chairman of the U.S. Merit Systems Protection Board for over nine years. In that position, he reviewed nearly 18,000 appeals to the Board, and occasionally served as an Administrative Judge. In addition, Mr. Wiley has served as the Chief of Staff to the General Counsel of the Federal Labor Relations Authority and as Regional Employee Relations Advisor for the Department of the Navy. He is an author and a lecturer, as well as a legal representative for both agencies and employees before MSPB, EEOC, OSC, and in arbitration. His most recent book is *UNCIVIL SERVANT: How to Hold Government Employees Accountable*.